

30 June 1981

MEMORANDUM FOR: President, Employee Activity Association

FROM :

Assistant to the Executive Officer  
Employee Activity Association

SUBJECT : EAA Store Merchandise

REFERENCE : Memos from EAA Store Manager dated 19 June, 22 June,  
25 June and 30 June, Same Subject

1. The following merchandise is damaged, broken and unsaleable.  
It has been determined that the items are not worth the cost of returning  
them to the Vendor for credit.

<u>Vendor</u>	<u>Quantity</u>	<u>Item</u>	<u>EAA Cost</u>
Frederick Trading Co.	1	Windex	1.39
Jacqueline Concron	1	Perfumed Soap	8.55
Renauld	1	Sunglasses	7.00
Hazel	1	Plan-a-Binder	4.38
Hazel	1	Travel Atlas	2.66
Bernstein & Biggart	4	Batteries	1.46
Burns of Boston	1	Picture Frame	2.95
Park Sherman	1	Pen Set	12.50
Hazel	1	Luggage Tag	1.12
Midwest Import	1	Christmas Ornament	5.75
Hallmark	1	Christmas Decoration	8.87

2. Your approval is requested to delete the above items from Store  
inventory and declare a loss.

APPROVED:

Employee Activity Association

2 JUL 1981

Date

19 June 81

MEMO FOR: Chief, Benefits and Services Division  
Thru: Deputy Chief, BSD  
From: EAA Store Manager

Subj: Office expenses

1. The following merchandise was removed from stock and used in the store operation:

<u>VENDOR</u>	<u>QUANTITY</u>	<u>ITEM</u>	<u>EAA COST</u>
FREDOTICK TRADING Co.	1 BTL	Windex	1.39

2. Cost of items will be charged to office expenses.

[Redacted Signature Box]

EAA STORE MANAGER

STAT

APPROVED:

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DISAPPROVED:

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22 June

MEMO FOR: Chief, Benefits and Services Division  
Thru: Deputy Chief, BSD  
From: EAA Store Manager

Subj: Merchandise

1. The following merchandise is damaged, broken and unsaleable and not worth the cost of returning to the Vendor for credit:

VENDOR	QUANTITY	ITEM	EAA COST
Concraon	1	Perfumed Soap	8.55
	1	SUNGLASSES	7.00

2. Request permission to delete from store inventory and declare a loss.

EAA Store Manager

APPROVED:

DISAPPROVED:

25 June '81


MEMO FOR: Chief, Benefits and Services Division  
Thru: Deputy Chief, BSD  
From: EAA Store Manager

Subj: Merchandise

1. The following merchandise is damaged, broken and unsaleable and not worth the cost of returning to the Vendor for credit:

<u>VENDOR</u>	<u>QUANTITY</u>	<u>ITEM</u>	<u>EAA COST</u>
HAZEL	1	Plan a Binder	4.38
	1	Travel Atlas	

2. Request permission to delete from store inventory and declare a loss.

  
EAA Store Manager

STAT

APPROVED:

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DISAPPROVED:

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30 JUNE 81

MEMO FOR: Chief, Benefits and Services Division  
 Thru: Deputy Chief, BSD  
 From: EAA Store Manager  
 Subj: Merchandise

1. The following merchandise is damaged, broken and unsaleable and not worth the cost of returning to the Vendor for credit:

<u>VENDOR</u>	<u>QUANTITY</u>	<u>ITEM</u>	<u>EAA COST</u>
Bornstein + Biggare	4	Batteries	1.46
Burns of Boston	1	Picture Frame	2.95
PARK Sherman	1	Pen Set	12.50
HAZEL	1	Luggage Tag	1.12
Midwest Import	1	XMAS ORNAMENT	5.75
HALIMARK	1	XMAS DECORATION	8.87

2. Request permission to delete from store inventory and declare a loss.

  
 EAA Store Manager

STAT

APPROVED:

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DISAPPROVED:

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Approved For Release 2003/11/06 : CIA-RDP85-00375R000300120052-0  
STAT

Approved For Release 2003/11/06 : CIA-RDP85-00375R000300120052-0

<b>TRANSMITTAL SLIP</b>		DATE
TO: BSD		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)